

Directions for the: Vermont Educator Relicensure Portfolio

The Department of Education Licensing Office has compiled a sample Vermont Educator Relicensure Portfolio for educators to use.

Please remember that the DOE-Licensing Office will be reviewing several portfolios, therefore your portfolio should be neat and organized. Your attention to your portfolio before submitting it the Licensing Office may in the end save you time and aggravation.

Suggestion: A one inch binder with plastic sleeves to hold your documentation is one excellent way to organize your portfolio.

Directions for the Vermont Educator Portfolio:

1. Read through the entire portfolio package first.
2. Replace each page with your documentation which will contain your:
 - Personal Information
 - License Renewal Form and other Renewal Forms/Materials/Check
 - Individual Professional Development Plan (IPDP) (Current and New)
 - Documentation
 - Narratives
 - Approved Professional Development Activity Forms (if applicable)
 - Verification Worksheet for Professional Development
3. Check your portfolio carefully!!! Incomplete portfolios may be returned for revisions and will hold up your renewal.
4. Submit your portfolio in a timely manner to allow yourself time if revisions/omissions to your portfolio need to be addressed.

Questions regarding compilation of an educator relicensure portfolio should be addressed to the Licensing Office at (802) 828-2445 or via e-mail: doe-licensinginfo@state.vt.us. You can also contact the Local/Regional Standards Board Consultant, Deb Giles at (802) 828-1370 or via e-mail: deborah.giles@state.vt.us.

Important!!!!

Other than your relicensing forms you need to submit:

- Original Renewal Form
- Disclosure
- Tax/Child Support/Unemployment Compensation
- Criminal Record Check Forms
- Drop Endorsement Forms (if applicable)
- Check

Please submit only copies in your portfolio.

Unless requested (with the necessary postage accompanying the renewal or arrangements to pick up your portfolio from the Licensing Office within a specific timeframe, arranged in advance and

agreed to by the Licensing Office) your portfolio **WILL NOT be returned to you.** Due to very limited storage capacity parts of your portfolio will not be retained in your file.

Do not discard any documentation/professional development activities pertaining to this portfolio/license renewal until you receive your new license from the Licensing Office. Additional information may be requested to process your license renewal.